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WAR FOOD ADMINISTRATION  
Office of Marketing Services  
Washington 25, D. C.

March 1, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM LSM-GX-40

To: Regional and Area Meat Grader Supervisors

From: R. D. Conklin, Administrative Officer  
LIVESTOCK & MEATS BRANCH

Subject: Discrepancies in Preparation of Certificates of Deposit

The Finance Division has advised that errors are being made in the preparation of Certificates of Deposit and corrections are being attempted after the original Certificate has been left with the bank. The total amounts shown on the Certificates of Deposit should agree with the total amounts shown on the Schedule of Collection and if an error has been made it is not possible to change the remaining copies of the Certificate of Deposit after the deposit has been made with the Federal Reserve Bank. This also applies to any change in fund symbol, title, Certificate of Deposit number and schedule number.

In the event any such errors are discovered on the Certificate of Deposit, after the original has been left with the bank, the Washington office should be notified. Action for correction will be initiated by that office. This in no way affects the present procedure regarding debit vouchers, refunds or corrections on Schedules of Collections.

R. D. Conklin



